

### Role description for Bookings Co-ordinator

**Role:** To oversee the letting of the Church Hall, Church and Reading Room for regular and occasional events, organised by All Saints Church and by local residents and community groups

**Role Requirements:**

**To be:** To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

**To do:**

- Be the first point of contact for any queries with respect to bookings (phone calls, emails, web enquiries or in person)
- Liaise with the Vicar/Churchwardens/PCC regarding suitability of groups wanting to hire the hall, if necessary
- Arrange for any new regular hirers to be approved by the PCC
- Organise and manage the bookings diary for the church hall, church and reading room; and to keep an online copy updated for use by the Church Administrator, Vicar and Churchwardens
- Show potential hirers around the hall if necessary, explaining any key points and terms
- Obtain completed signed Booking Form and Terms and Conditions Form for regular hirers on an annual basis and for one off bookings
- Obtain copy Public Liability certificates for regular hirers; and confirmation of DBS criteria being met by regular hirers if appropriate
- Write a short annual report for the Church Annual Report and Accounts
- Advertise availability of the hall – ie via the church and council websites etc. Ensure contact details regarding the hall are up-to-date on the church and community websites
- Work closely with the PCC Treasurer regarding payments for bookings
- Accurately invoice and receive income from regular hall hirers on a termly basis and those hiring for one-off events – deposits and payments
- Hold copies of hall and church keys and organise accessibility of keys for hirers to collect/return
- Liaise with hirers if there are complaints/problems reported/created by hirers. Pass on any details to the Vicar/Churchwardens.
- Attend an annual meeting of the Administration Team at All Saints (including the Administrator, Bookings Co-ordinator, Electoral Roll Officer, Website/Social Media Co-ordinator, Magazine Editor) for support and supervision by the Incumbent
- To be a member of the All Saints Safeguarding Team, meeting approximately every 6-8 weeks

**Reports to:** The Incumbent/PCC

**Agreement:** I agree to being the Church Hall Bookings Co-ordinator at All Saints Church, under the supervision of the Incumbent.

I agree to comply with all aspects of the All Saints Safeguarding Policy:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.

I agree to read and adhere to the Church of England’s Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_